

Appendix B

Commonwealth of Virginia Database Index Reporting Form	
<b>1. Public Body Name &amp; Numeric Code:</b> VIRGINIA COMMONWEALTH UNIVERSITY # 236	<b>4. Point of Contact:</b> CHARLES E. SCOTT
<b>2. Database Title:</b> STUDENT INFORMATION SYSTEM DATABASE	<b>5. Phone Number:</b> 804-828-4840
<b>3. Database Acronym:</b> SIS	<b>6. Signature &amp; Date:</b> _____ 6/18/97
<b>7. Database Description and Contents:</b> <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i>  <p>The Student Information System (SIS) database contains information on prospective students, currently enrolled students, and students who previously attended VCU. Four primary business units routinely add, delete, or update data e.g. Admissions, Records and Registration, Financial Aid, and Student Accounting.</p> <p>The database information includes, but is not limited to, such items as name, address, phone number, emergency contact, SAT or other test scores, classes taken, transfer courses, degrees awarded, grade point average, tuition billing, financial aid awarded/offered, parent information, student ID number, personal ID number, grades, quality points, and dates of attendance.</p> <p>The database is not available to the public.</p>	
<i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i>	
<b>8. Date of Last Update:</b>	<b>9. Frequency of Update:</b> <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other: * IF CHANGE OCCURS
<b>10. Formats Available and Schedule of Fees:</b> <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>a. Format</b> </div> <div style="width: 45%;"> <b>b. Cost</b> </div> </div> <div style="text-align: center; margin-top: 20px; font-size: 1.5em;">N/A</div>	

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97